

Hotel and Restaurant Report Handbook

General Information

This Handbook contains instructions for completing the 1999 version of the **HOTEL AND RESTAURANT REPORT FORM**.

Information from the **Hotel and Restaurant Report Form** is used to review and establish travel per Diem allowances.

Restaurant information from the **Living Pattern Survey and the Hotel and Restaurant Report Form** is used to develop the Food Away Category of the U.S. Department of Defense Cost-of-Living Allowances (COLA) for members of the Uniformed Services assigned outside of the Continental United States (CONUS).

Submission of Reports

The preparation and submission of reports for military members is explained in JFTR, Appendix M.

The Hotel and Restaurant Report Form is available from the Per Diem Committee Web Site at: **<http://www.defensetravel.dod.mil/perdiem>**

Per Diem Committee
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HOTEL AND RESTAURANT REPORT FORM

The prices in this section are used in determining the non-foreign location per diem allowance.

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| 41 | INSTRUCTIONS | <u>The survey instructions in this handbook should be carefully reviewed before the hotel and restaurant report form is completed.</u> |
| 41 | CURRENCY AND HOTELS Item 1 | If the Hotel and Restaurant Report Form is part of a full cost-of-living survey (RPS), any difference in currency exchange rates reported in Item (h) on page 1 and Item 1 on page 41 should be explained. Always include in Item 1 the most favorable currency exchange rate available to members on temporary detail at overseas location. |
| 41 | CURRENCY AND HOTELS Item 2 | Briefly discuss any important changes in hotel accommodations since the previous report. The fact that new hotels have opened is not by itself justification for changes in the hotels used for the survey. |
| 42 | RESTAURANT SELECTION | Any use of hotel restaurants for the Most Used (MU), Second Most Used (SMU), or Third Most Used (TMU) outlets should be carefully explained. The restaurants used should be moderately priced and suitable for any typical Federal employee. (For overseas locations filing the RPS, the restaurants selected, as MU, SMU, and TMU must be based on information obtained from the Living Pattern Survey.) |
| 42 | RESTAURANT PRICES | In reporting individual food item prices on page 42, select medium or average price levels for each entree or additional meal item. |

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| | | <p>In reporting individual food item prices on page 42, select medium or average price levels for each entree or additional meal item.</p> <p>The item "bread and butter" is meant to reflect only any extra charge for a single, normal-size serving. Do not use this space for side dishes containing cheeses or any items other than bread and butter.</p> <p>Include fast food prices in the spaces provided.</p> <p>Be sure to include typical prices for any overseas location or Military facility in the spaces provided.</p> <p>If possible, forward copies of menus from the reported restaurants with the Retail Price Survey.</p> <p>Report all prices in local currency or the currency "required" by the facility. Be sure to specify if prices are not reported in the local currency.</p> <p>Tax and service charges should be reported only if not included in the price of the food. Otherwise, leave these columns blank.</p> |
| 43 | HOTELS | <p>The Instructions in Item (d) on page 41 of the Retail Price Survey be carefully followed in completing this page.</p> |
| 43 | HOTEL SELECTIONS | <p>Any change in hotels from the previous survey should be carefully explained and justified by comments submitted with the report. The fact that a new hotel has better accommodations or is more convenient to certain U.S. Government offices is not of primary importance. This report must reflect temporary lodging accommodations for all Federal travelers. As the allowances based on this report directly affect Federal expenditures, it is essential that the report be fairly and objectively prepared by the overseas location. The overseas location should</p> |

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| | | <p>carefully guard against any inclination to use only the better quality accommodations as representative of those most used by U. S. Government employees.</p> <p>A facility must be selected based on its overall suitability in providing adequate accommodations at a reasonable "local cost" to the majority of U.S. official travelers. The choice of any facility readily identifiable as exceptional, in relation to U.S. standards, should be carefully explained and justified in the report. Industry standards describe deluxe hotels as exclusive and expensive hotels offering the highest standards of service. Typically, they are substantially more expensive than business-class hotels.</p> |
| 43 | HOTEL RATES | <p>Be sure to list and explain any hotel discount for U.S.G. officials. If these discounts are available only to diplomatic passport holders or other Government personnel, this fact should be carefully noted. If the reported hotel prices have already been adjusted for these discounts, this fact should be carefully noted on page 43. Indicate number of rooms in each hotel. Show number of rooms available per night at Government rate.</p> <p>Provide hotel tariff lists whenever possible.</p> <p>Report all hotel prices in local currency or the currency "required" by the facility. Be sure to specify on page 43 if the prices reported are not in local currency.</p> |

REVIEW BEFORE SUBMISSION

Omissions

When completed, the responsible survey officer should carefully review the report to make certain that all the information requested is furnished.

Inconsistencies with Previous Survey

The responsible survey officer must compare all current prices with the previous survey. If the prices are substantially different, provide explanations or comments so that the Committee will not assume there is an error in the current report. If errors are discovered in the previous survey, this should be reported so that a valid comparison between the reports can be made.